

Note: the Standards Checklist was revised last summer. Please read each section carefully to make sure your school is meeting the new standards.

The legal definition of a parent cooperative in Oregon is:

- (a) Care is provided by parents on a rotating basis*
- (b) Membership in the cooperative includes parents*
- (c) There are written policies and procedures; and*
- (d) A board of directors that includes parents of the children cared for by the cooperative controls the policies and procedures of the program*

A Parent-Child Preschool shall be defined as: A program providing a multifaceted curriculum consistent with the needs of young children, having family members in the classroom on a daily basis, providing for parent education and involving families in decision-making.

In order to be a member of Parent-Child Preschools of Oregon (PCPO), each school must comply with the following minimum standards as established by the PCPO Board. Please read and initial each line, sign at the bottom, and return to PCPO.

Developmentally Appropriate Practice

1. Children shall participate a minimum of two hours in a multifaceted curriculum consistent with the needs of young children. _____
2. A minimum of two adults shall be present at all times. However, class size and additional staffing shall be determined in relation to the ages, needs and abilities of the children. _____
3. Schools shall have a written policy on guidance and discipline of children. _____

School Operations/Administration

1. Schools shall follow state law regarding certification or exemption of child care programs. _____
2. A family member shall serve as an assistant in the classroom on a daily basis. _____
3. The duties and responsibilities of family members in a cooperative preschool shall be explained prior to enrollment. _____
4. Orientation for families shall be provided to explain their obligations, the operation and administration of the school, the school philosophy, and the school's policies on guidance and discipline of children. _____
5. Opportunities for family education shall be provided. _____
6. Adult family members of enrolled children and the teacher(s) shall be involved in decision making and shall meet for that purpose at least three times a year (General Meetings). _____
7. The teacher(s) shall attend school board meetings or their equivalent. (Except as requested otherwise for personnel matters.) _____
8. Accident and liability insurance, and workers' compensation insurance for employees shall be maintained. _____
9. Bylaws and Policies that govern the group shall be written and available. _____
10. Written admission criteria shall guide in registration of children and family members for membership. There shall be no discrimination because of race, creed, color or national origin. _____
11. Basic operating agreements shall be in writing. (Rental contract & teacher contract, if applicable). _____

12. Family agreements concerning adherence to school policies, payment of fees, etc. shall be in writing and obtained from each family. Copies of these agreements shall be available to each family. _____
13. Family Member/child information shall be in writing and shall include as a minimum: application/registration, emergency information and release, health form, photo releases and field trip permission. _____
14. Attendance records (sign-in sheets for students and parent helpers) shall be kept for two years after a child leaves a program. _____

Health and Safety

1. There shall be at least one person present in the center at all times who has current certification in first aid and CPR. _____
2. Emergency telephone service shall be available on the premises at all times. _____
3. First aid supplies shall be available in the classroom. _____
4. Administration of medication shall be governed by written policies. _____
5. All chemicals and potentially dangerous products such as medicines or cleaning supplies shall be stored in labeled containers and be inaccessible to children. _____
6. Emergency information and releases, field trip permission forms, and a first aid kit shall be taken on field trips. _____
7. Transportation of children on field trips shall follow safety guidelines that are defined in written procedures and that comply with state laws regarding child safety restraints. _____
8. Fire drills shall be scheduled monthly using emergency escape routes posted in each room and smoke detector(s) and fire extinguisher(s) shall be installed and maintained. _____
9. Monthly safety inspections of all equipment shall be conducted and damaged or defective equipment shall be repaired or removed. _____
10. The state law regarding immunizations shall be followed. _____
11. No person shall use tobacco on school premises. _____
12. Teachers shall report suspected child abuse or neglect to the State Office of Services to Children and Families or a law enforcement agency as required by the Child Abuse Reporting Law. _____

(write your school name here)

We hereby apply for membership in P.C.P.O. for the 2005-2006 school year.

Signed _____, _____, _____
Signature of School official Position Date

**Return by May 20th 2005 to
 PCPO, PO Box PO Box 220141, Milwaukie, 97269
 Questions? Call PCPO at 503-293-6161**